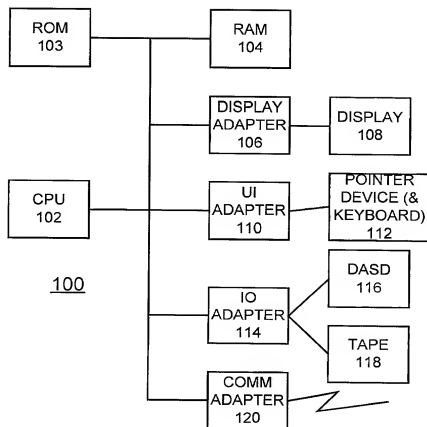


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FIG. 1A

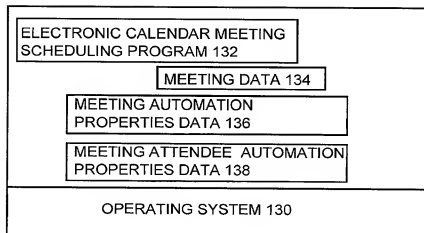


FIG. 1B

FIG. 2

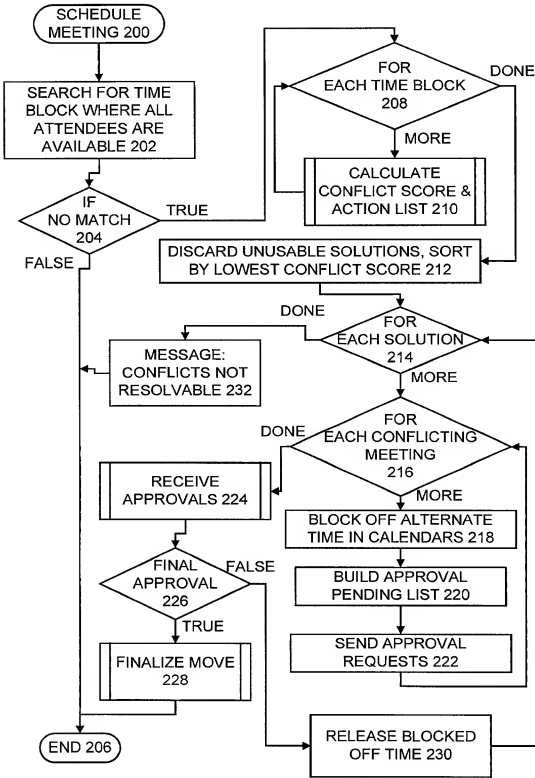


FIG. 3

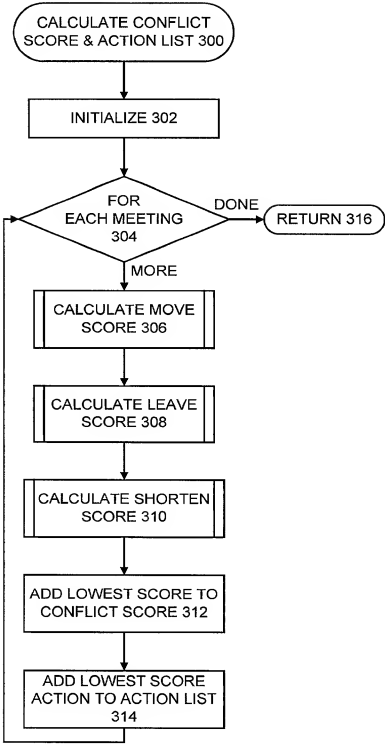
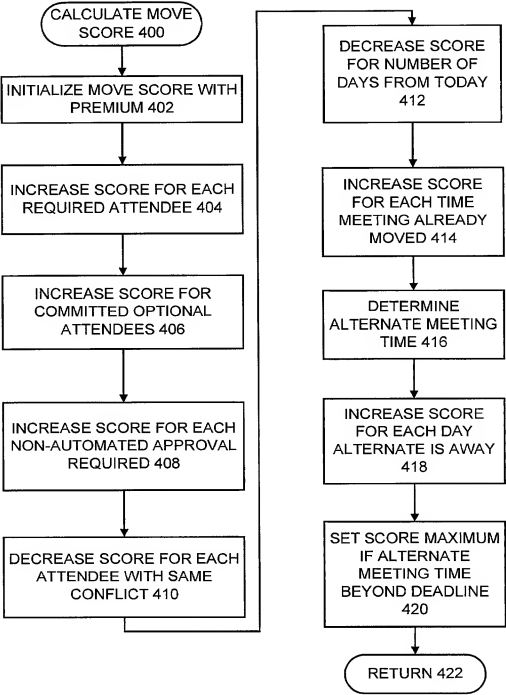


FIG. 4



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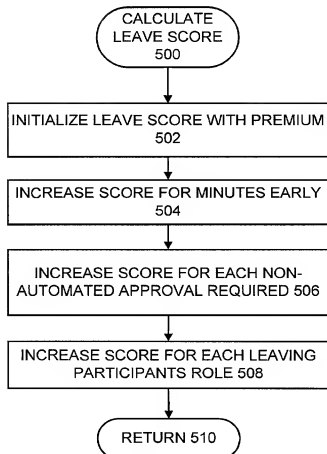
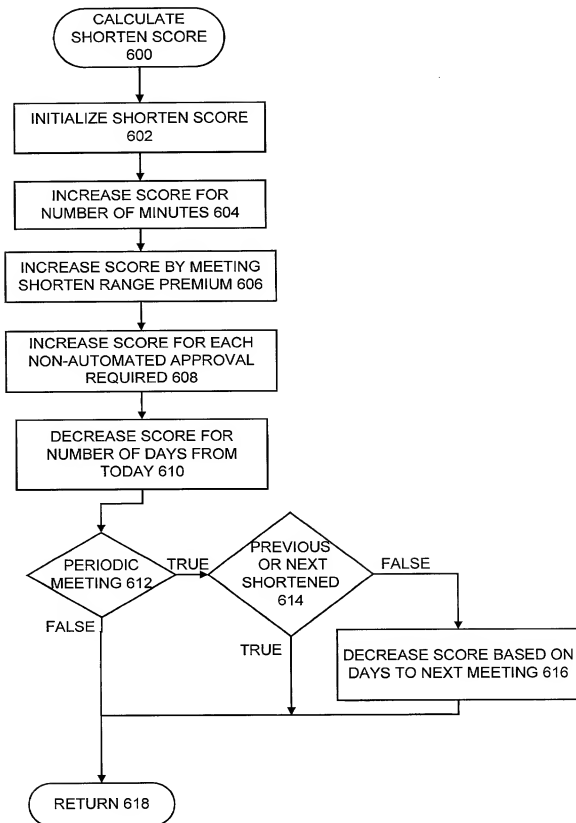
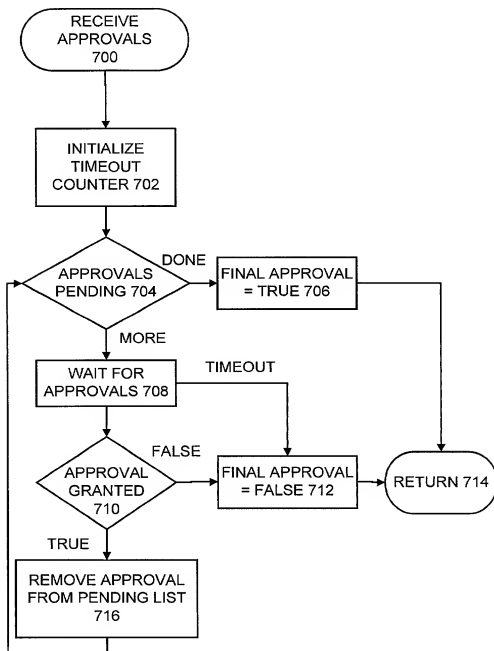
FIG. 5

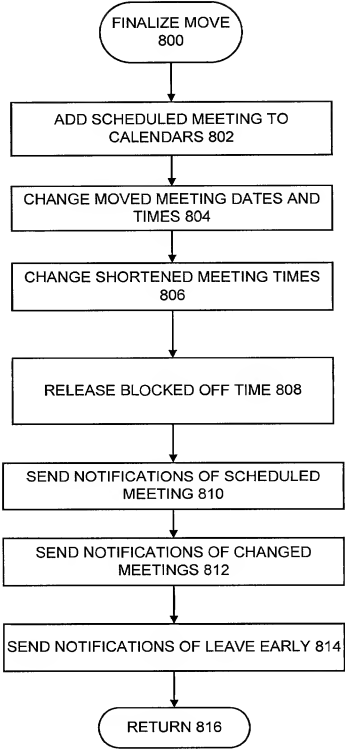
FIG. 6

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FIG. 7

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FIG. 8



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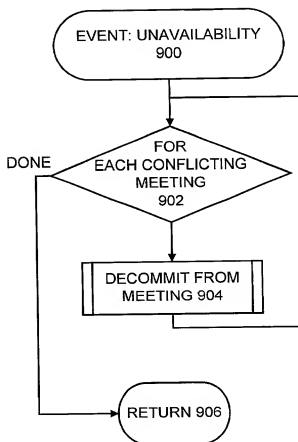
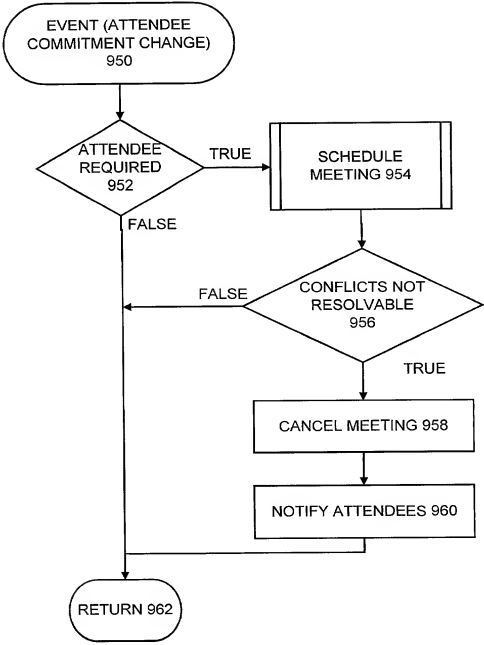
FIG. 9A

FIG. 9B



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FIG. 10**MEETING AUTOMATION PROPERTIES 1000**

MOVE PREMIUM

10	$\frac{\Delta}{V}$
----	--------------------

COMPLETION DEADLINE

DECEMBER 31, 2001

- ☒ MEETING OWNER'S APPROVAL REQUIRED TO MOVE MEETING
- ☐ ALL REQUIRED ATTENDEES' APPROVAL REQUIRED TO MOVE MEETING
- ☐ REQUIRED APPROVALS TO MOVE MEETING

SUSAN MANAGER	$\frac{\Delta}{V}$
JOHN R. OWNER	
JEFF S. GURU	

ADD

DELETE

- ☐ SHORTEN MEETING WITHOUT APPROVAL BY
- ☒ MEETING OWNER'S APPROVAL REQUIRED TO SHORTEN MEETING
- ☐ ALL REQUIRED ATTENDEES' APPROVAL REQUIRED TO SHORTEN
- ☐ REQUIRED APPROVALS TO SHORTEN MEETING

10	$\frac{\Delta}{V}$
----	--------------------

PERCENT

SUSAN MANAGER	$\frac{\Delta}{V}$

ADD

DELETE

SHORTEN PREMIUM

10	$\frac{\Delta}{V}$
----	--------------------

FOR UP TO

5	$\frac{\Delta}{V}$
---	--------------------

PERCENT OF TIME

SHORTEN PREMIUM

20	$\frac{\Delta}{V}$
----	--------------------

FOR UP TO

15	$\frac{\Delta}{V}$
----	--------------------

PERCENT OF TIME

SHORTEN PREMIUM

50	$\frac{\Delta}{V}$
----	--------------------

FOR UP TO

50	$\frac{\Delta}{V}$
----	--------------------

PERCENT OF TIME

LEAVE PREMIUM

20	$\frac{\Delta}{V}$
----	--------------------

☒ ATTENDEES MAY LEAVE UP TO

10	$\frac{\Delta}{V}$
----	--------------------

MINUTES EARLY, IF NEEDED

☒ NOTIFY MEETING OWNER VIA E-MAIL☐ ATTENDEES MUST RECEIVE MEETING OWNERS APPROVAL IF LEAVING EARLY

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FIG. 11**MEETING ATTENDEE AUTOMATION PROPERTIES 1100**

ROLE IN MEETING:

OWNER	V
PRESENTER	
OBSERVER	
COLLABORATOR	

COMMITMENT

- ☐ WILL NOT ATTEND
☐ ATTEND IF AVAILABLE - DO NOT HOLD TIME
☐ ATTEND IF AVAILABLE - HOLD TIME
☒ WILL ATTEND

AUTOMATED MOVE APPROVAL

- ☐ APPROVAL NOT NEEDED
☒ APPROVAL GRANTED IF

48

A
V

 HOURS NOTICE PROVIDED
☐ EXPLICIT APPROVAL IS REQUIRED

- ☒ SEND MESSAGE TO MY PAGER IF LESS THAN

8

A
V

 HOURS FROM CHANGE

AUTOMATED LEAVE APPROVAL

- ☐ APPROVAL NOT NEEDED
☐ APPROVAL GRANTED FOR UP TO

5

A
V

 MINUTES
☒ APPROVAL GRANTED FOR LESS THAN "WILL ATTEND" COMMITMENT UP TO

10

A
V

 MINUTES
☐ EXPLICIT APPROVAL IS REQUIRED

AUTOMATED SHORTEN APPROVAL

- ☒ APPROVAL NOT NEEDED
☐ APPROVAL GRANTED FOR UP TO

10

A
V

 PERCENT OF MEETING TIME
☐ EXPLICIT APPROVAL IS REQUIRED

FIG. 12